

**Minutes  
Board of Trustees  
Licking County Library  
Regular Business Meeting  
January 19, 2022**

The Board of Trustees met in regular session on Wednesday, January 19, 2022 in the 2<sup>nd</sup> Floor Conference Room at the Downtown Library. President Mr. Thad Claggett called the meeting to order at 4:00 p.m. The following trustees answered the roll call of President Mr. Thad Claggett: Mrs. Ruth Campolo, Mr. Will McCoy, Mr. Barry Riley, Mrs. Debbie Seibel, and Mr. Thad Claggett.

Excused: Mrs. Kathy Myers and Ms. Sarah Russell

Staff Present: Susanne Sacchetti, Director; Sandra Lodge, Fiscal Officer; Tracey Wolfle, Human Resources Manager; Tracy Groves, Executive Assistant; Kerrill Foster, Deputy Fiscal Officer; Laura Appleman, Community Engagement Manager; Mary Harmon, Public Services Manager; and Craig Snyder, Head of Building Services.

Adoption of Agenda

Mr. Riley MOVED and Mrs. Seibel SECONDED to adopt the agenda as presented. Roll Call: Mrs. Campolo, Yes; Mr. Will McCoy, Yes; Mr. Riley, Yes; Mrs. Seibel, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

Public Comments

None

Minutes for the Special Board Meeting, January 10, 2022

Mrs. Seibel MOVED and Mrs. Campolo SECONDED to approve the Special Business Meeting Minutes of January 10, 2022. Roll Call: Mrs. Campolo, Yes; Mr. Will McCoy, Yes; Mr. Riley, Yes; Mrs. Seibel, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

Announcements, Presentations, Correspondence

None

Committee Reports

Finance Committee Report

Mrs. Seibel reported on the December 15, 2021 Finance Committee Meeting. The committee recommended approval of the financial reports for the month of November which include the General Fund

020-012  
Adoption of  
Agenda

022-013  
Approval of  
Special Board  
Meeting  
Minutes

022-014  
Approval of  
November  
Financials



\$12.00 from anonymous for circulation department  
 \$25.00 from anonymous for Dolly Parton's Imagination Library  
 Unrestricted: \$25.00 from Marilyn Troyer  
 \$8.00 from Joseph Wilson  
 \$50.00 from Jamis Eichenauer\*  
 \$10.00 from Linda Robinson\*  
 \$50.00 from Laura Appleman\*  
 \$50.00 from Gary Orsborn\*  
 \$100.00 from Brittany Gagne\*  
 \$20.00 from Sharyn Davis\*  
 \$30.00 from Patricia Stout\*  
 \$50.00 from Melinda Miller\*  
 \$50.00 from Donald Nelson\*  
 \$10.00 from Christopher Fontes\*  
 \$100.00 from Teresa Beimesch  
 \$25.00 from Newark Garden Club  
 \$1,000.00 from Gina Buckey  
 \$25.00 from anonymous donations

\*denotes Giving Tuesday donation

Mr. Riley MOVED and Mr. McCoy SECONDED that approval be given to accept the January gifts as amended. Roll Call: Mrs. Campolo, Yes; Mr. McCoy, Yes; Mr. Riley, Yes; Mrs. Seibel, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

Other  
None

022-017  
Approval of  
Gifts

Director's Report

Personnel Report – January 2022

Mr. McCoy MOVED and Mr. Riley SECONDED that the following Personnel changes be approved. Roll Call: Mrs. Campolo, Yes; Mr. McCoy, Yes; Mr. Riley, Yes; Mrs. Seibel, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

022-018  
Approval of  
Personnel  
Report

Hired

Troy Poulton	Security Specialist FT Effective: 11.22.21 \$17.85 Hourly
Aimee Morrison	Circulation Clerk 25 hours Effective: 12.15.21 \$11.03 Hourly
Samantha Evans	Library Substitute Effective: 12.15.2021 \$12.25 Hourly
Aryton Wise	Branch Assistant: Miller 25 Hours Effective: 12.27.2021 \$12.25 Hourly
Jared Willard	Security Specialist 25 Hours Effective: 12.28.2021 \$17.85 Hourly

Transfer

Jaymie Atkinson	From: Circulation Clerk 25 Hours To: Circulation Clerk FT Effective: 11.15.2021 \$11.03 Hourly
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Resignation

Ashley Balay	Youth Services Librarian FT Effective: 11.26.2021
Jeffery Wohlford	Security Specialist FT Effective: 12.03.2021

Debra Holman

Support Services Manager FT  
Effective: 12.14.2021

Retirement

Geri Gilbert

Circulation Clerk FT  
Effective: 12.03.2021

Requesting Statement of Qualifications

The Director and Fiscal Officer annually request a Statement of Qualifications from the architectural and engineering industries interested in providing services to Licking County Library. Mr. Riley MOVED and Mrs. Campolo SECONDED the approval to request Statement of Qualifications. Roll Call: Mrs. Campolo, Yes; Mr. McCoy, Yes; Mr. Riley, Yes; Mrs. Seibel, Yes; Mr. and Mr. Claggett, Yes. The President declared the motion passed.

022-019  
Approval to  
Request  
Statement of  
Qualifications

Other

Written report provided in Board packet by Ms. Sacchetti.

Old Business

None

New Business

None

Executive Session to Discuss Compensation of a Public Employee

Mr. Riley MOVED and Mrs. Seibel SECONDED that the Board go into executive session at 4:30 p.m. to discuss the compensation of public employees. Roll Call: Mrs. Campolo, Yes; Mr. McCoy, Yes; Mr. Riley, Yes; Mrs. Seibel, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

022-020  
Approval to go  
Into Executive  
Session

Mr. Riley MOVED and Mr. McCoy SECONDED to reconvene in public session at 5:05 p.m. Mr. Claggett directed Mr. Riley to complete a performance evaluation of the Director and the Fiscal Officer within a two-week period. Roll Call: Mrs. Campolo, Yes; Mr. McCoy, Yes; Mr. Riley, Yes; Mrs. Seibel, Yes; and Mr. Claggett, Yes. The President declared the motion passed.

022-021  
Approval to  
Reconvene  
In Public  
Session

Adjournment

There being no further business, the President declared the meeting adjourned at 5:07 p.m.

The next Regular Business Meeting is Wednesday, May 18, 2022.